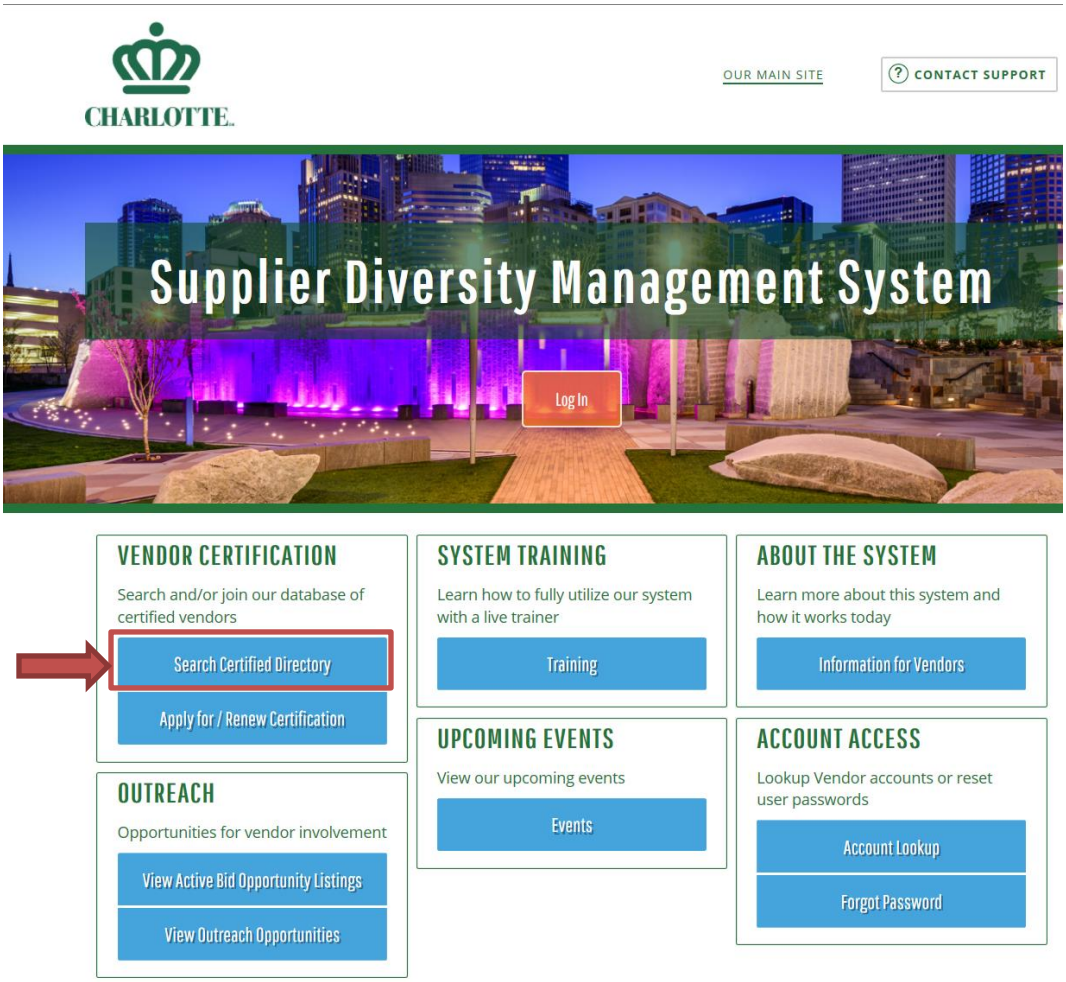
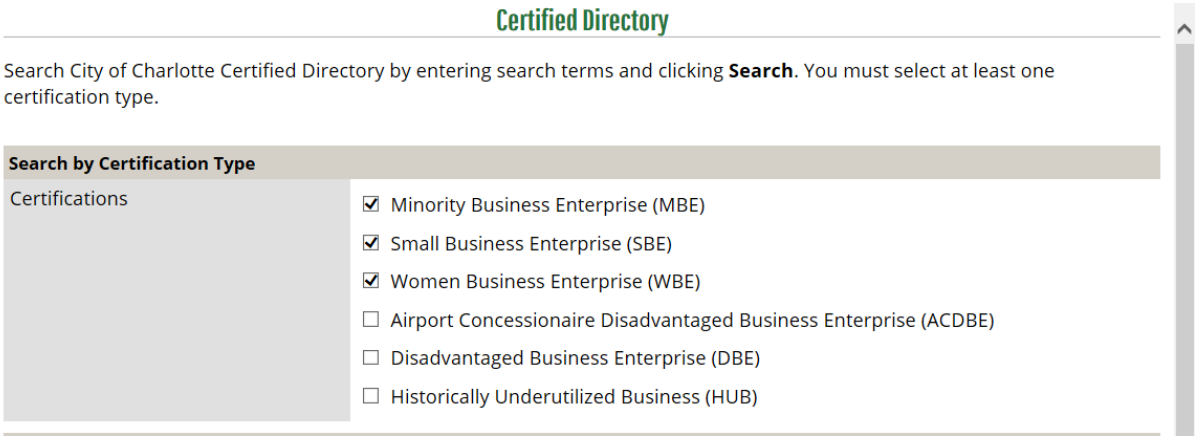
How to search for Certified Vendors by Business Description while NOT Logged into the System

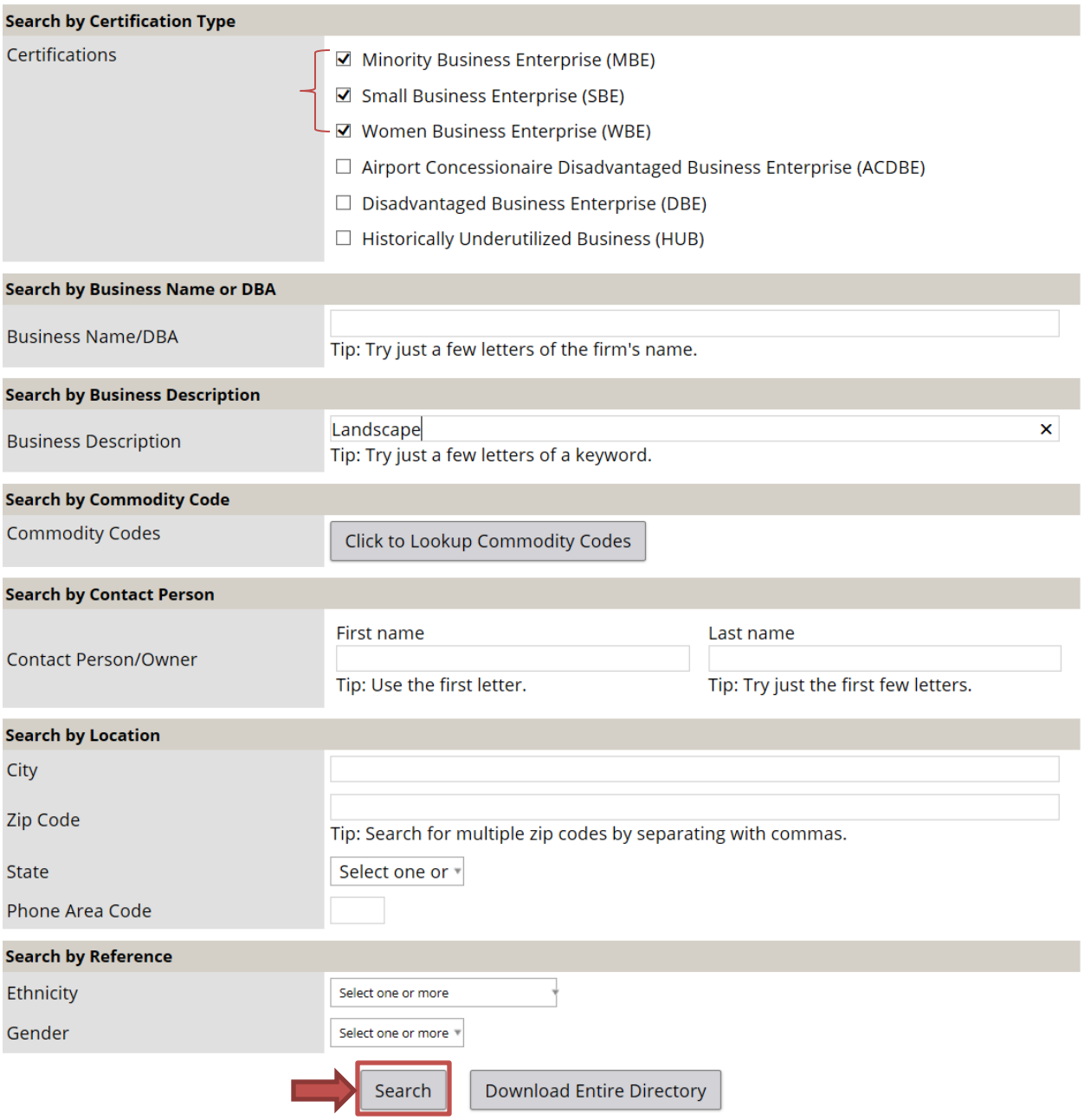
1. Go to https://charlotte.diversitycomplaince.com/
2. Click on “Search Certified Directory”



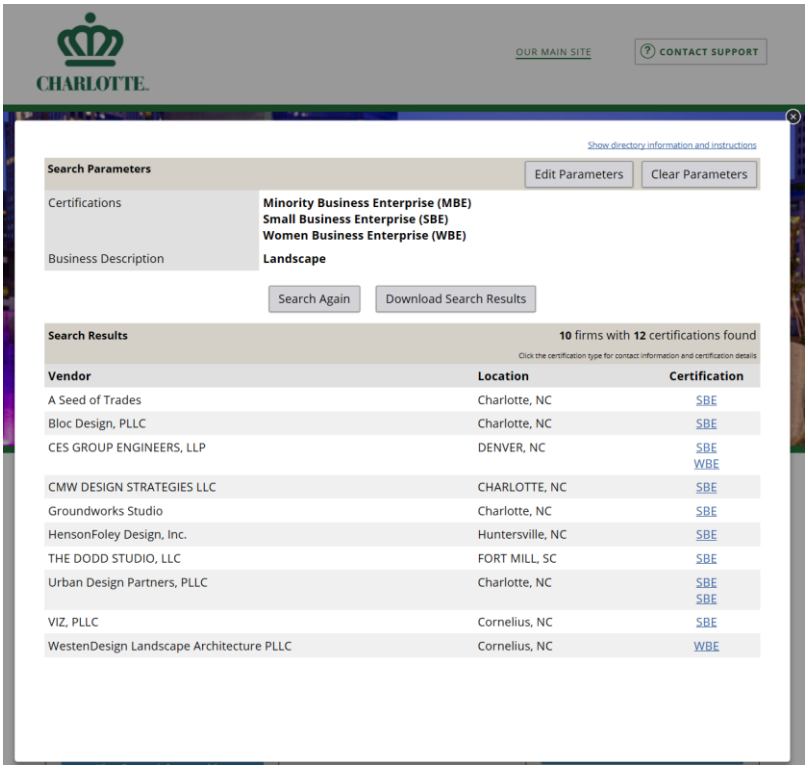
3. Check Minority Business Enterprise (MBE), Small Business Enterprise (SBE), and Women Business Enterprise (WBE) to search the City of Charlotte Certified Directory List



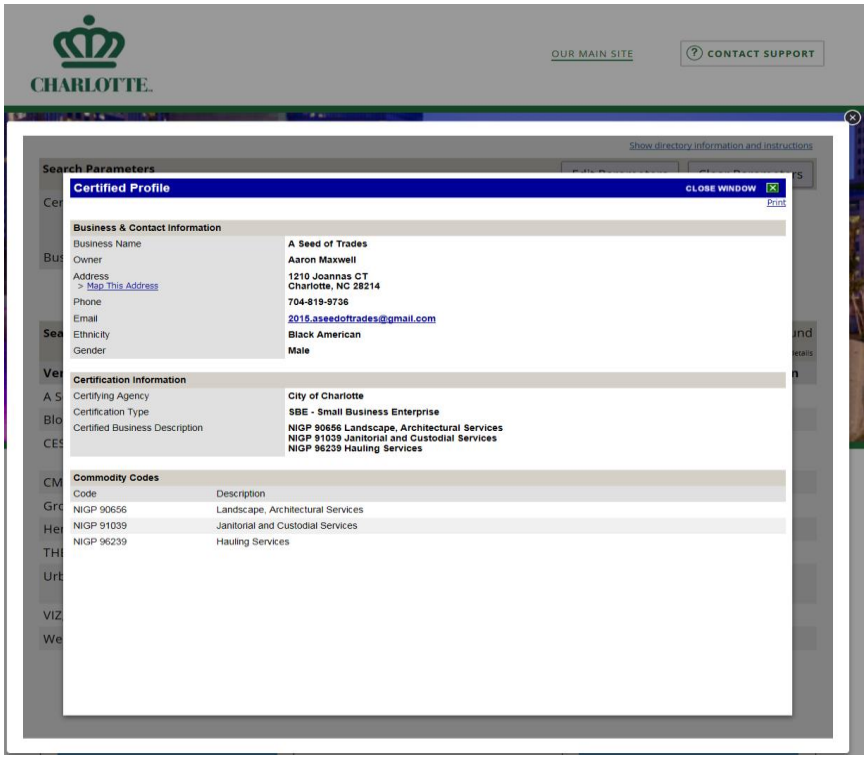
4. Type in the business description in the “Business Description” field and then click “Search” (*ex: Landscape is being used as an example*)



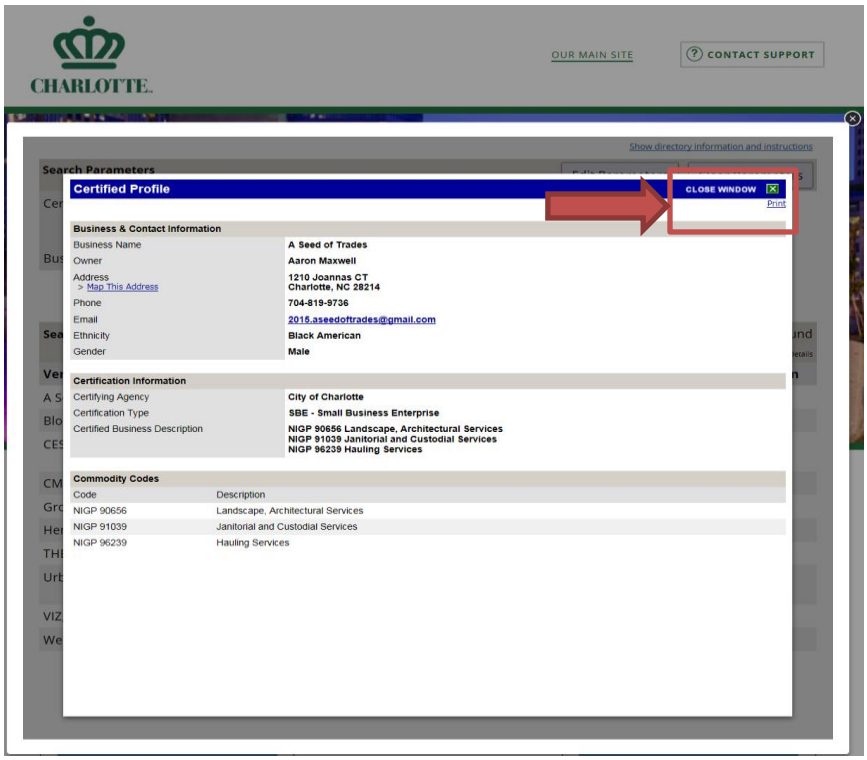
5. A list will appear of all certified vendors that have the type of business description that match the description



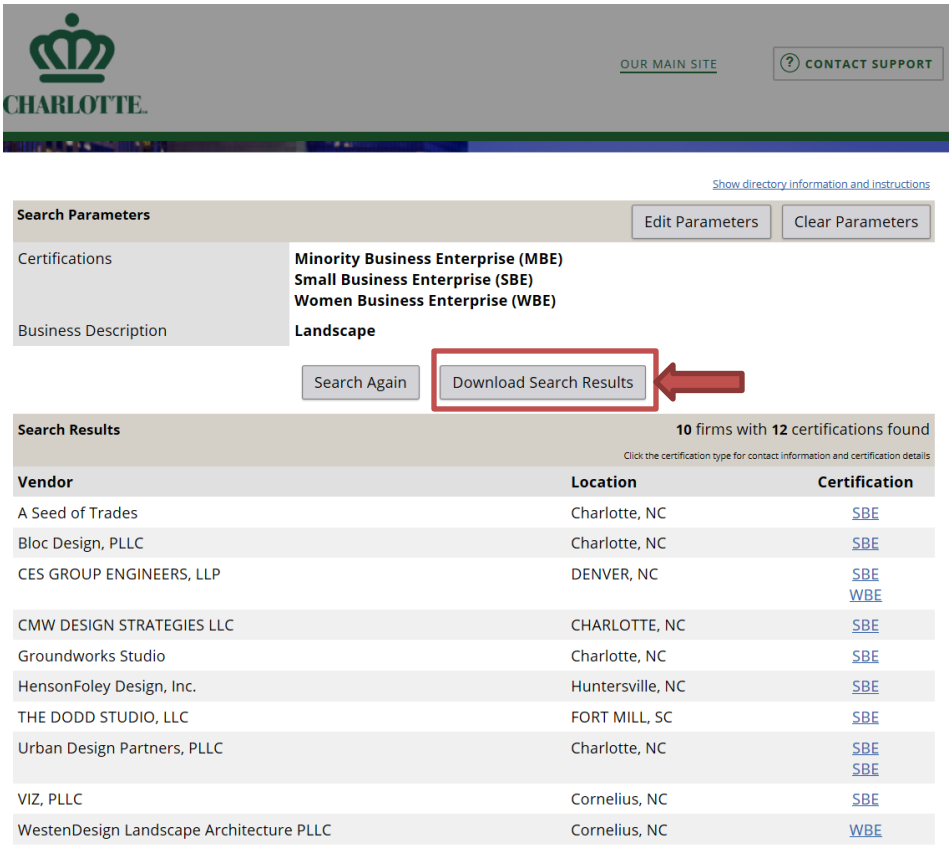
6. Click on the certification of the vendor that you would like to view and the contact information will appear



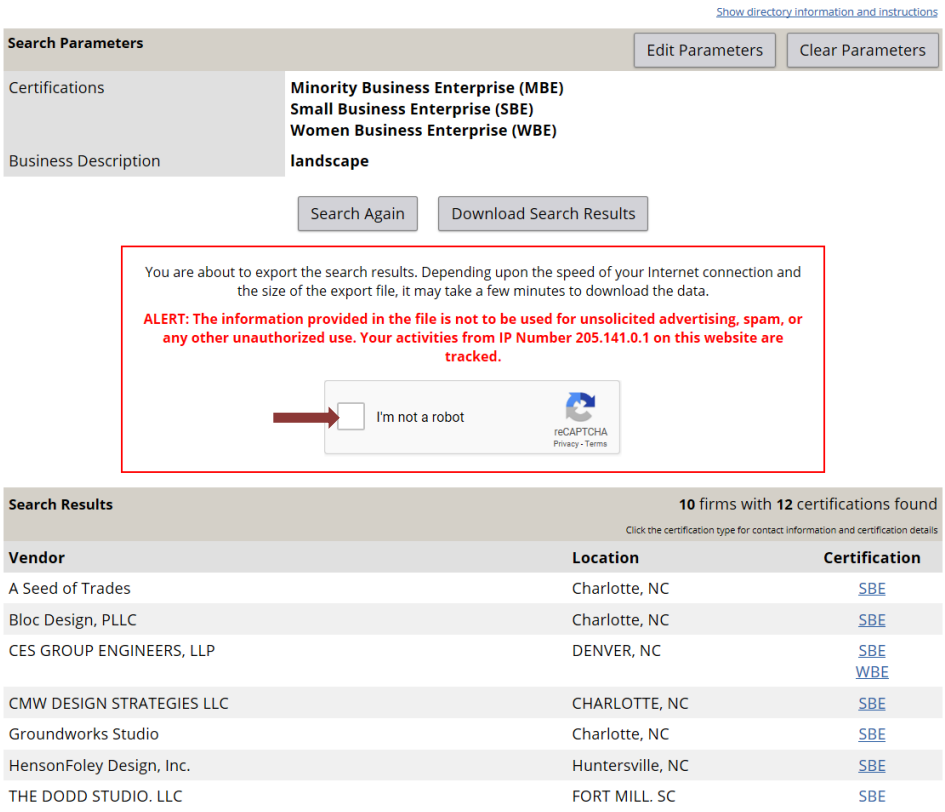
7. Click Print (optional) or click “Close Window” to close the screen



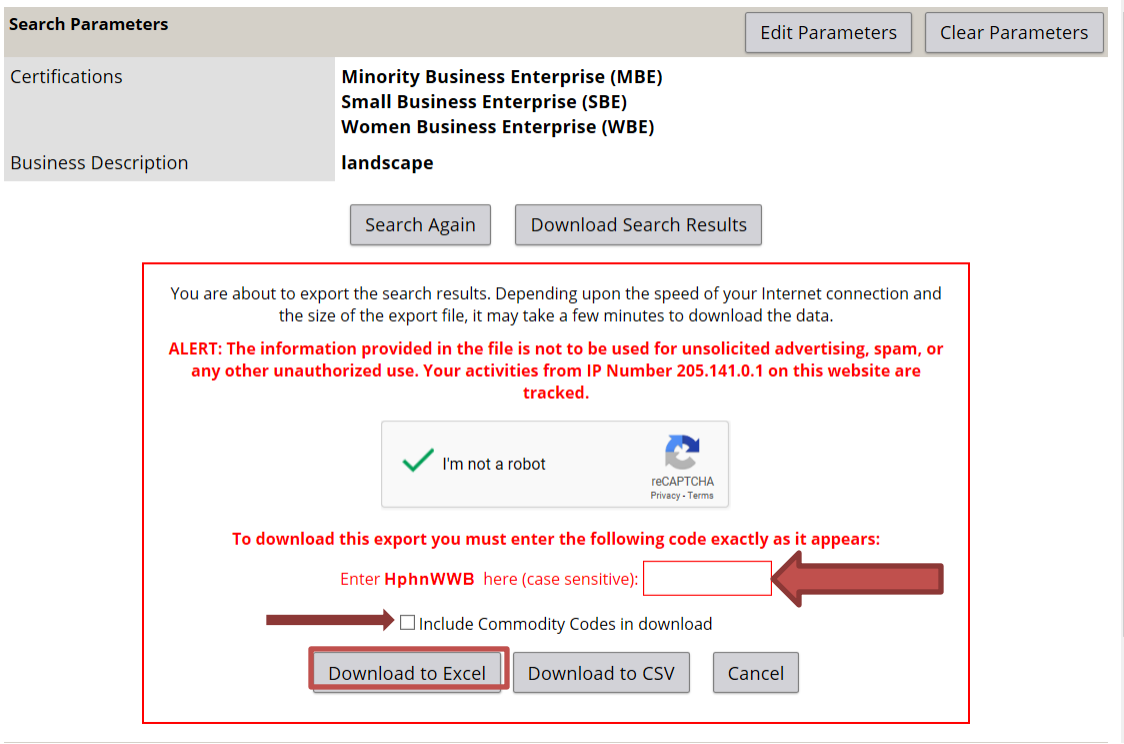
8. To review all entries, click on “Download Search Results”



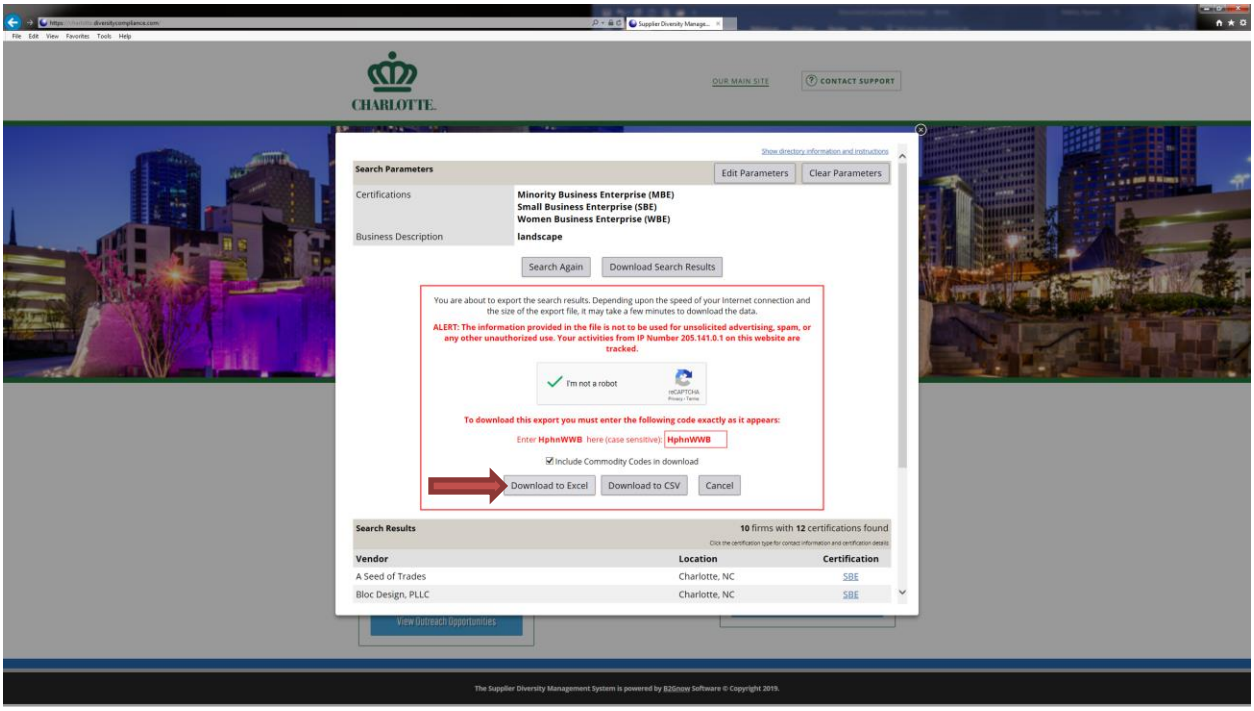
9. Click the box titled “I’m Not a Robot”



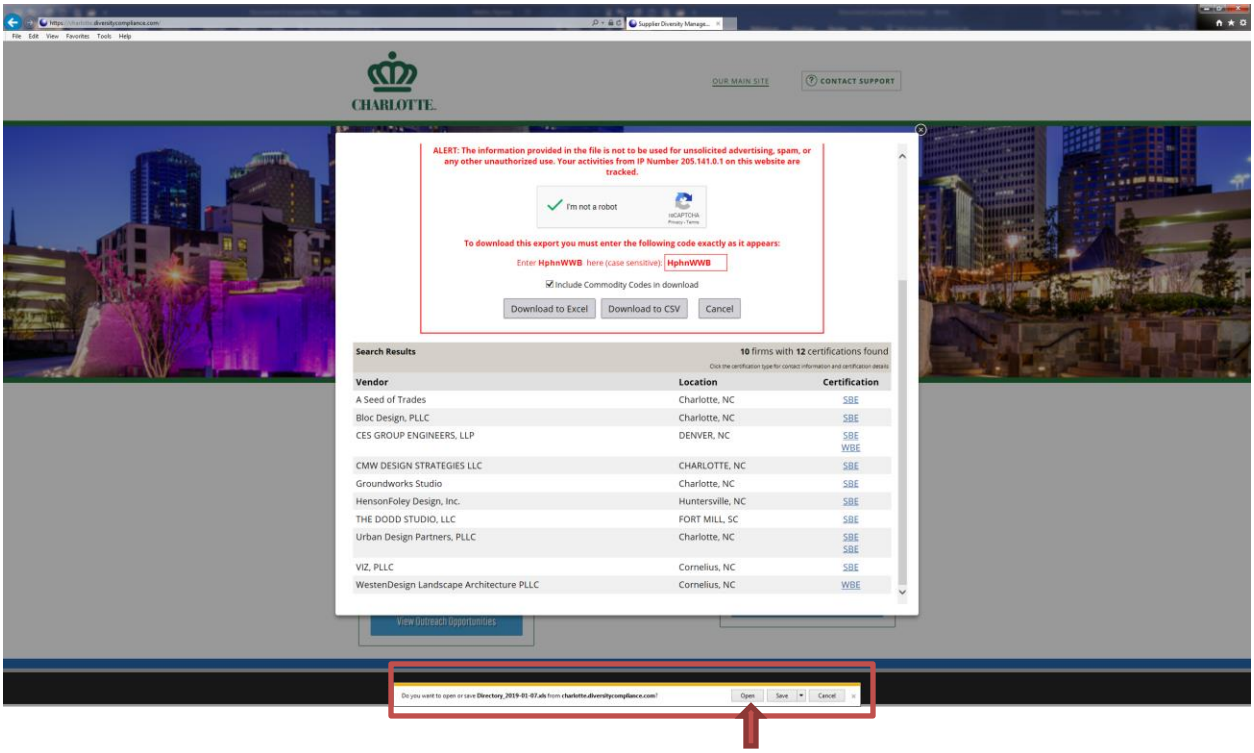
10. Complete the next security steps that was provided and click the check box to download commodity codes



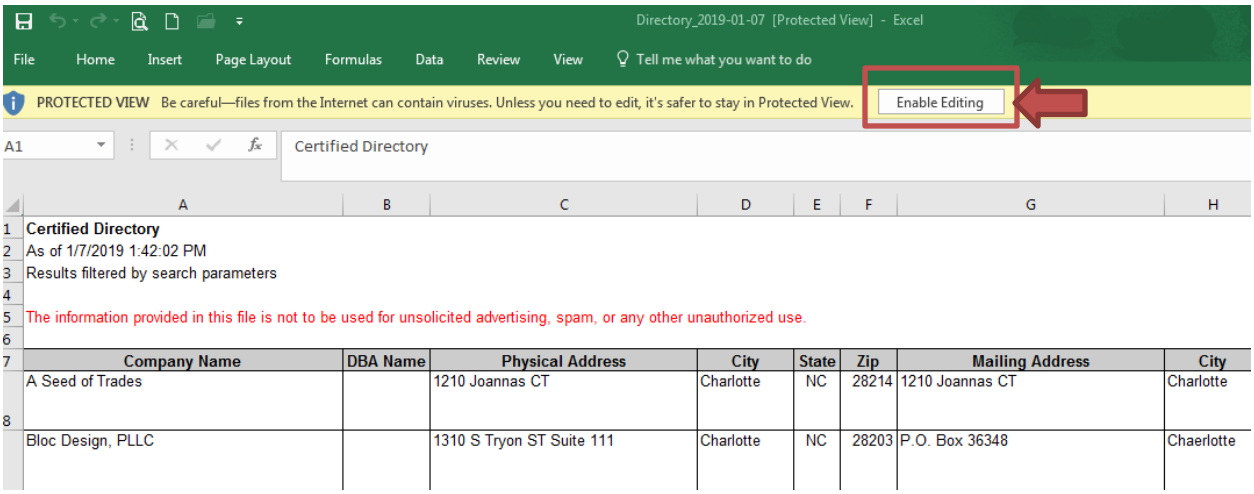
11. Complete the next security step by placing the letters in the required box and then click "Download to Excel"



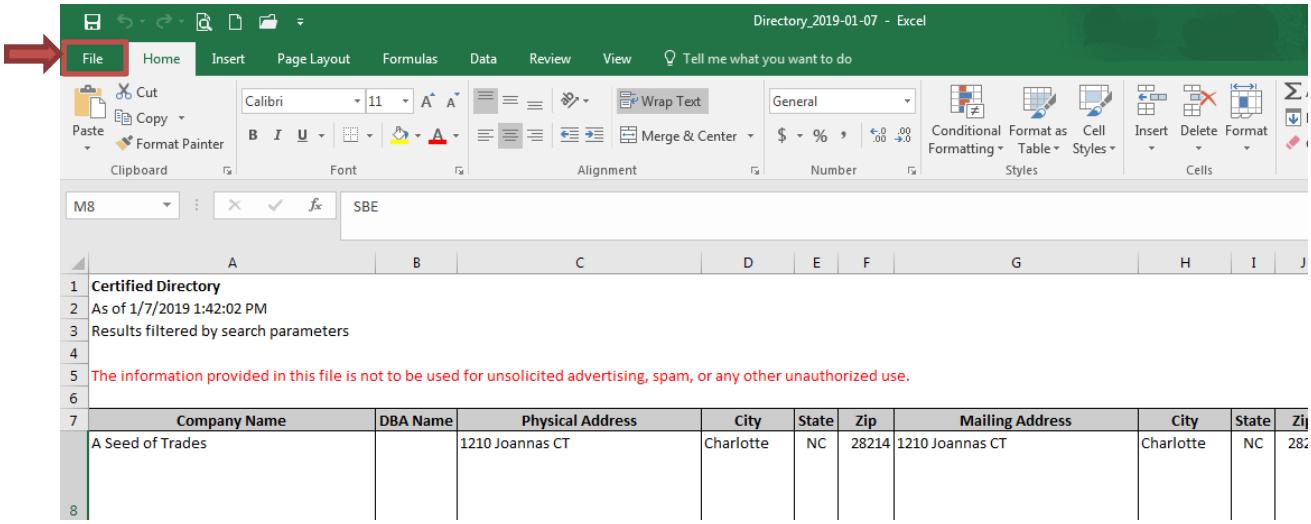
12. Click on "Open"



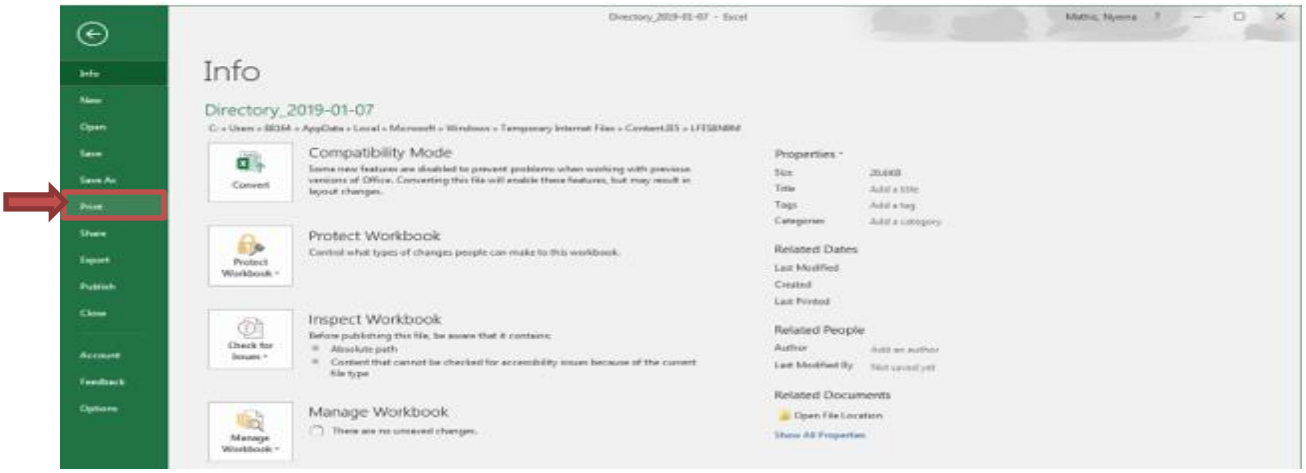
13. Click “Enable Editing”

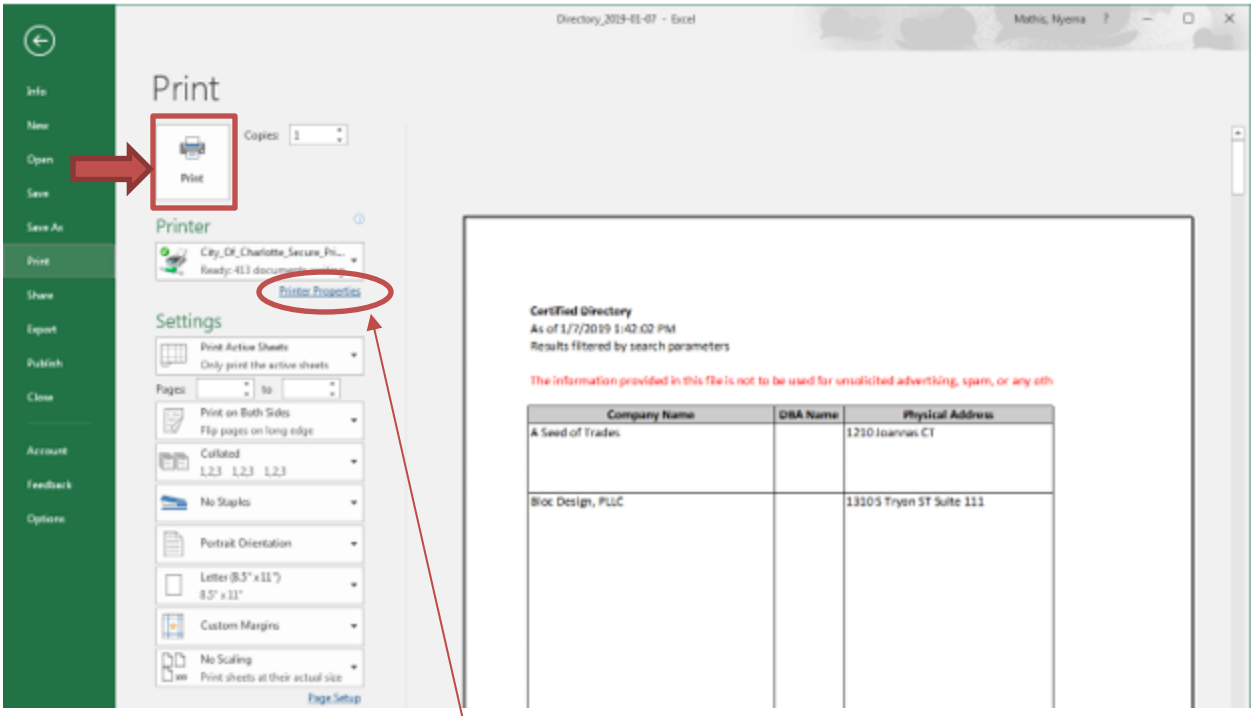


14. Format excel worksheet for easy viewing
15. Click “File”



16. Click on “Print”

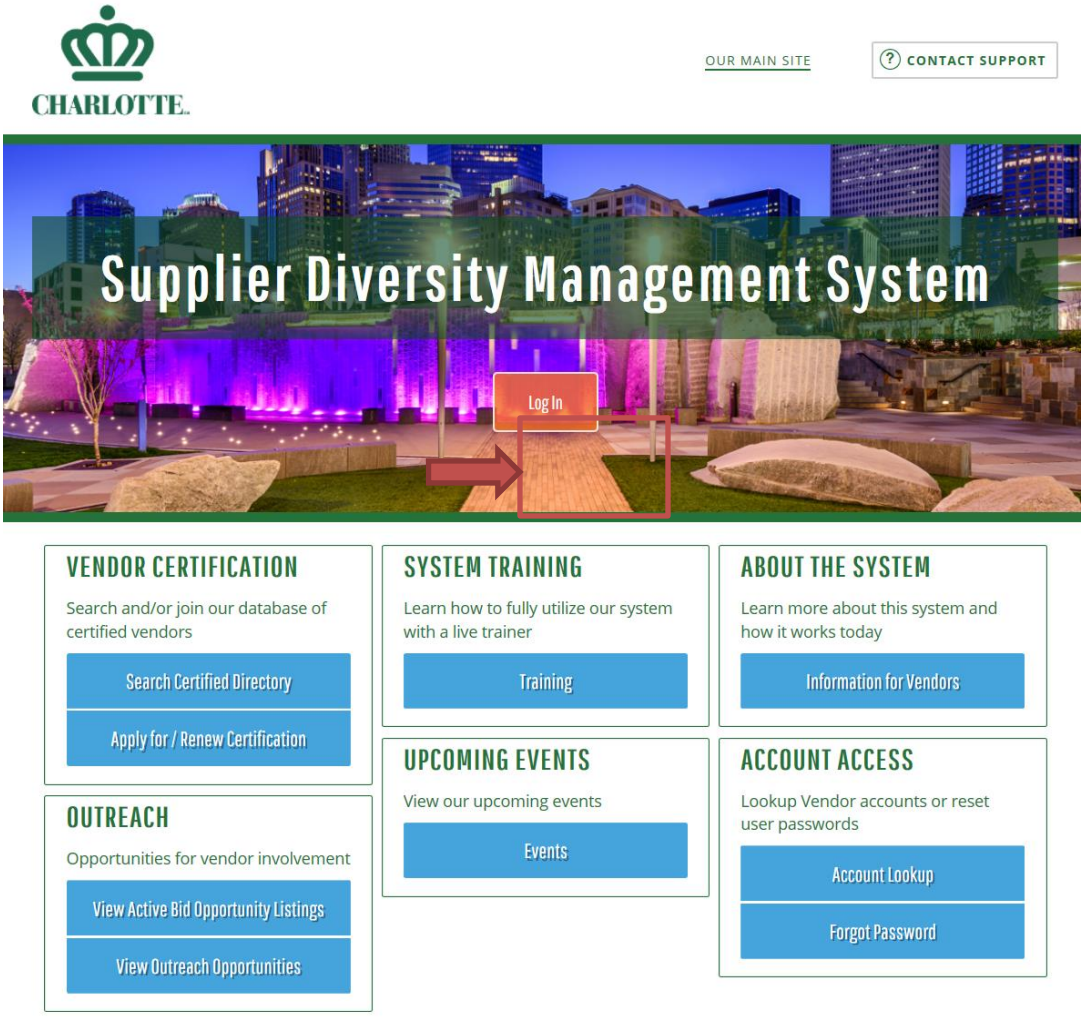




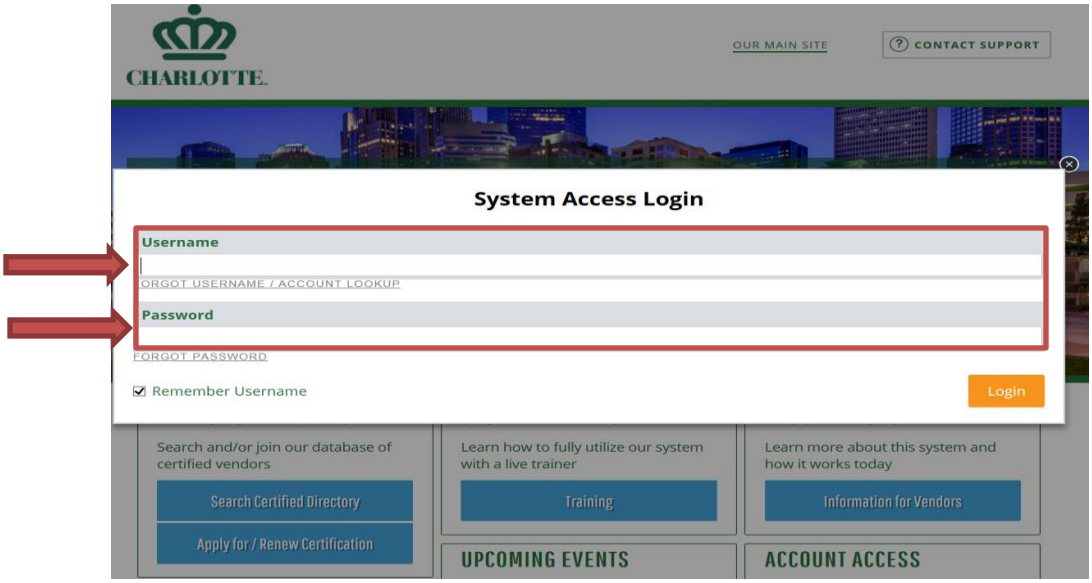
****Note, if you need to change the format of the print, select print properties before clicking "Print"*

How to search for Certified Vendors by Business Description while Logged into the System

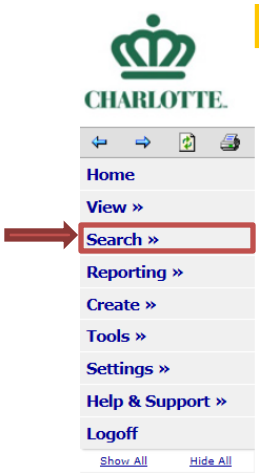
1. Go to https://charlotte.diversitycomplaince.com/
2. Click on “Log In”



3. Type in your username and password credentials in the appropriate fields

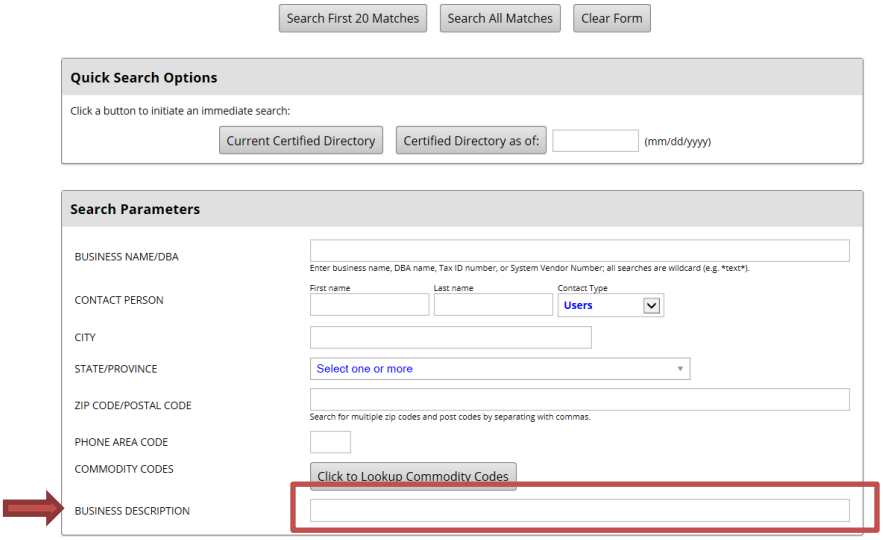


4. Click on “Search” on the left side of the screen

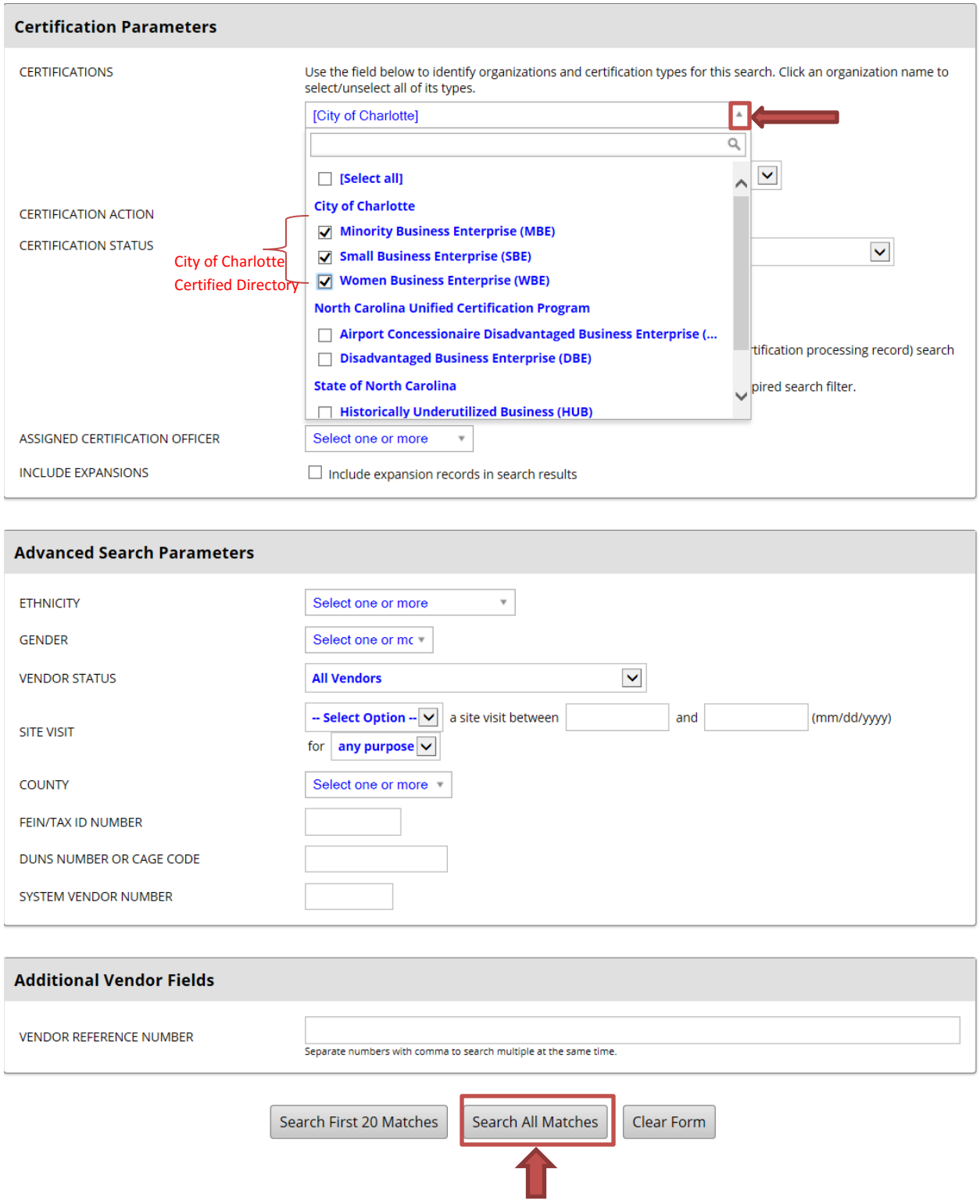


5. Click on “Certified Vendors”

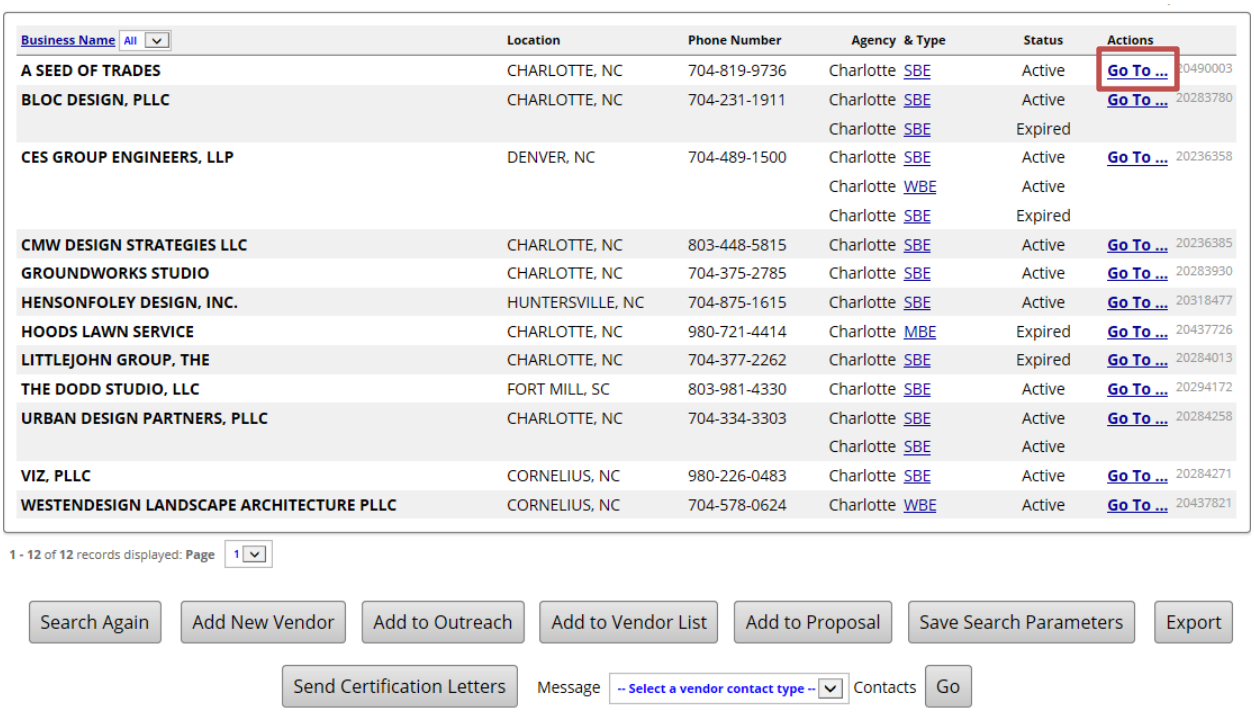
6. Type in the business description in the “Business Description” Field



7. Click the drop-down box to and click on Minority Business Enterprise (MBE), Small Business Enterprise (SBE), and Women Business Enterprise (WBE) and click “Search All Matches”



8. Click on “Go To” to view contact information on the selected vendor



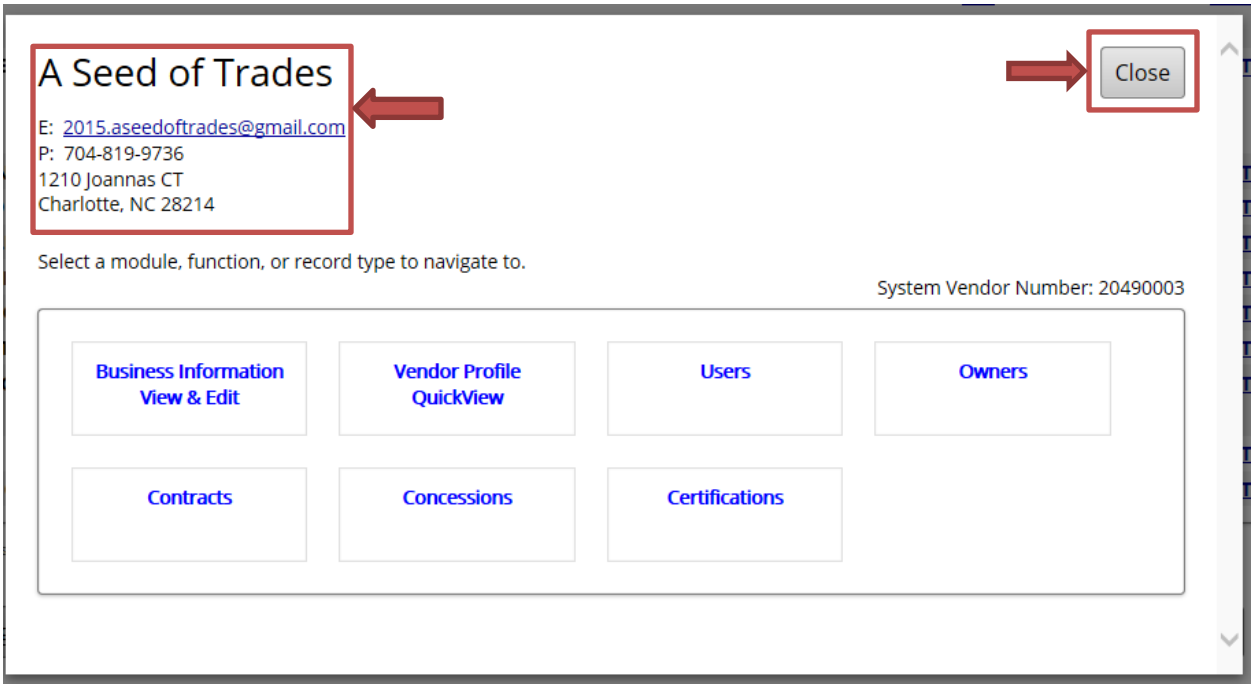
Business Name All	Location	Phone Number	Agency & Type	Status	Actions
A SEED OF TRADES	CHARLOTTE, NC	704-819-9736	Charlotte SBE	Active	Go To ... 20490003
BLOC DESIGN, PLLC	CHARLOTTE, NC	704-231-1911	Charlotte SBE	Active	Go To ... 20283780
			Charlotte SBE	Expired	
CES GROUP ENGINEERS, LLP	DENVER, NC	704-489-1500	Charlotte SBE	Active	Go To ... 20236358
			Charlotte WBE	Active	
			Charlotte SBE	Expired	
CMW DESIGN STRATEGIES LLC	CHARLOTTE, NC	803-448-5815	Charlotte SBE	Active	Go To ... 20236385
GROUNDWORKS STUDIO	CHARLOTTE, NC	704-375-2785	Charlotte SBE	Active	Go To ... 20283930
HENSONFOLEY DESIGN, INC.	HUNTERSVILLE, NC	704-875-1615	Charlotte SBE	Active	Go To ... 20318477
HOODS LAWN SERVICE	CHARLOTTE, NC	980-721-4414	Charlotte MBE	Expired	Go To ... 20437726
LITTLEJOHN GROUP, THE	CHARLOTTE, NC	704-377-2262	Charlotte SBE	Expired	Go To ... 20284013
THE DODD STUDIO, LLC	FORT MILL, SC	803-981-4330	Charlotte SBE	Active	Go To ... 20294172
URBAN DESIGN PARTNERS, PLLC	CHARLOTTE, NC	704-334-3303	Charlotte SBE	Active	Go To ... 20284258
			Charlotte SBE	Active	
VIZ, PLLC	CORNELIUS, NC	980-226-0483	Charlotte SBE	Active	Go To ... 20284271
WESTENDESIGN LANDSCAPE ARCHITECTURE PLLC	CORNELIUS, NC	704-578-0624	Charlotte WBE	Active	Go To ... 20437821

1 - 12 of 12 records displayed: Page 1

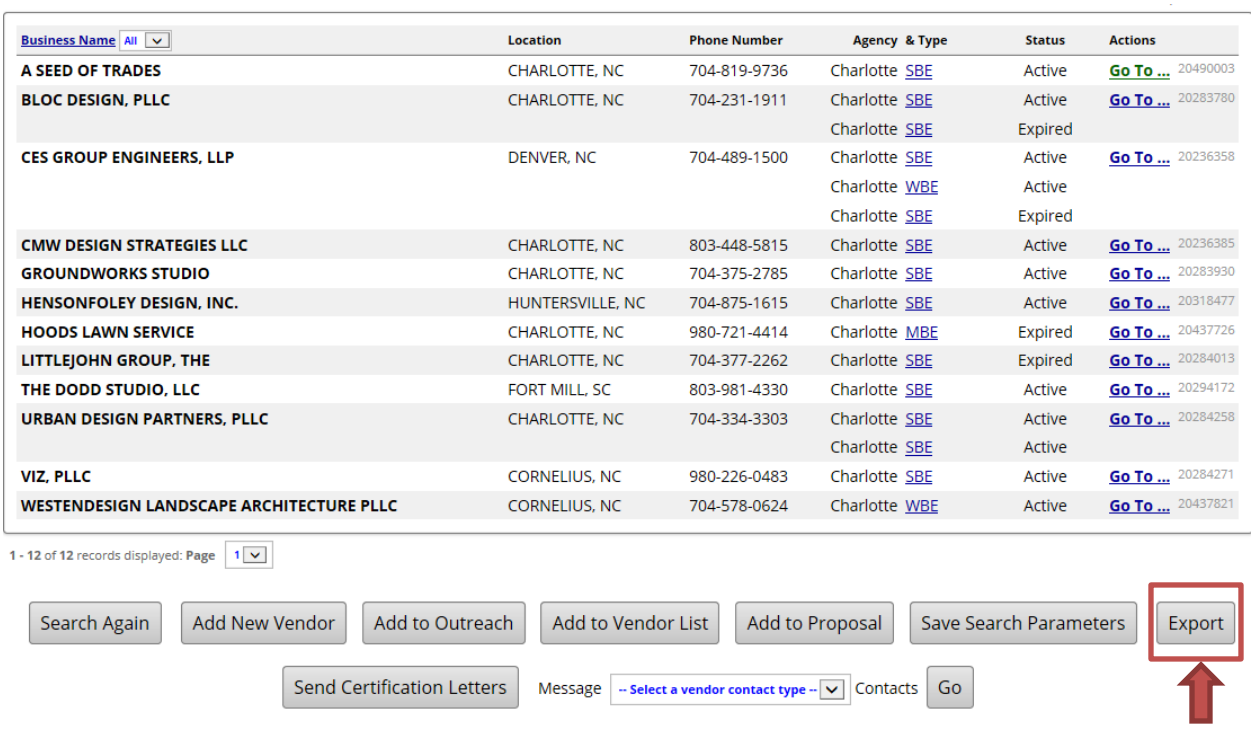
Search Again | Add New Vendor | Add to Outreach | Add to Vendor List | Add to Proposal | Save Search Parameters | Export

Send Certification Letters | Message -- Select a vendor contact type -- | Contacts | Go

9. Vendor basic contact info listed to the left of the box. Once viewed, click close to close out the screen



10. Click on “Export” to view all firms that were displayed from the search



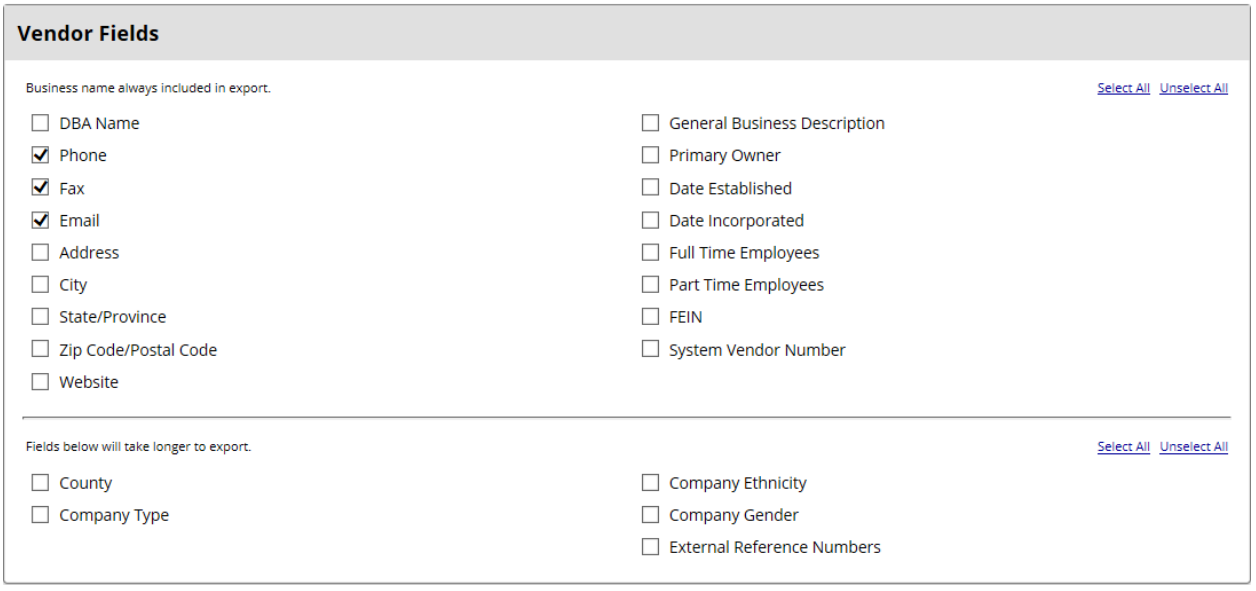
Business Name All	Location	Phone Number	Agency & Type	Status	Actions
A SEED OF TRADES	CHARLOTTE, NC	704-819-9736	Charlotte SBE	Active	Go To ... 20490003
BLOC DESIGN, PLLC	CHARLOTTE, NC	704-231-1911	Charlotte SBE	Active	Go To ... 20283780
			Charlotte SBE	Expired	
CES GROUP ENGINEERS, LLP	DENVER, NC	704-489-1500	Charlotte SBE	Active	Go To ... 20236358
			Charlotte WBE	Active	
			Charlotte SBE	Expired	
CMW DESIGN STRATEGIES LLC	CHARLOTTE, NC	803-448-5815	Charlotte SBE	Active	Go To ... 20236385
GROUNDWORKS STUDIO	CHARLOTTE, NC	704-375-2785	Charlotte SBE	Active	Go To ... 20283930
HENSONFOLEY DESIGN, INC.	HUNTERSVILLE, NC	704-875-1615	Charlotte SBE	Active	Go To ... 20318477
HOODS LAWN SERVICE	CHARLOTTE, NC	980-721-4414	Charlotte MBE	Expired	Go To ... 20437726
LITTLEJOHN GROUP, THE	CHARLOTTE, NC	704-377-2262	Charlotte SBE	Expired	Go To ... 20284013
THE DODD STUDIO, LLC	FORT MILL, SC	803-981-4330	Charlotte SBE	Active	Go To ... 20294172
URBAN DESIGN PARTNERS, PLLC	CHARLOTTE, NC	704-334-3303	Charlotte SBE	Active	Go To ... 20284258
			Charlotte SBE	Active	
VIZ, PLLC	CORNELIUS, NC	980-226-0483	Charlotte SBE	Active	Go To ... 20284271
WESTENDESIGN LANDSCAPE ARCHITECTURE PLLC	CORNELIUS, NC	704-578-0624	Charlotte WBE	Active	Go To ... 20437821

1 - 12 of 12 records displayed: Page 1

Search Again | Add New Vendor | Add to Outreach | Add to Vendor List | Add to Proposal | Save Search Parameters | Export

Send Certification Letters | Message -- Select a vendor contact type -- | Contacts | Go

11. Click on each parameter that you want to show in the exported file. After all items checked, click “Export Records”



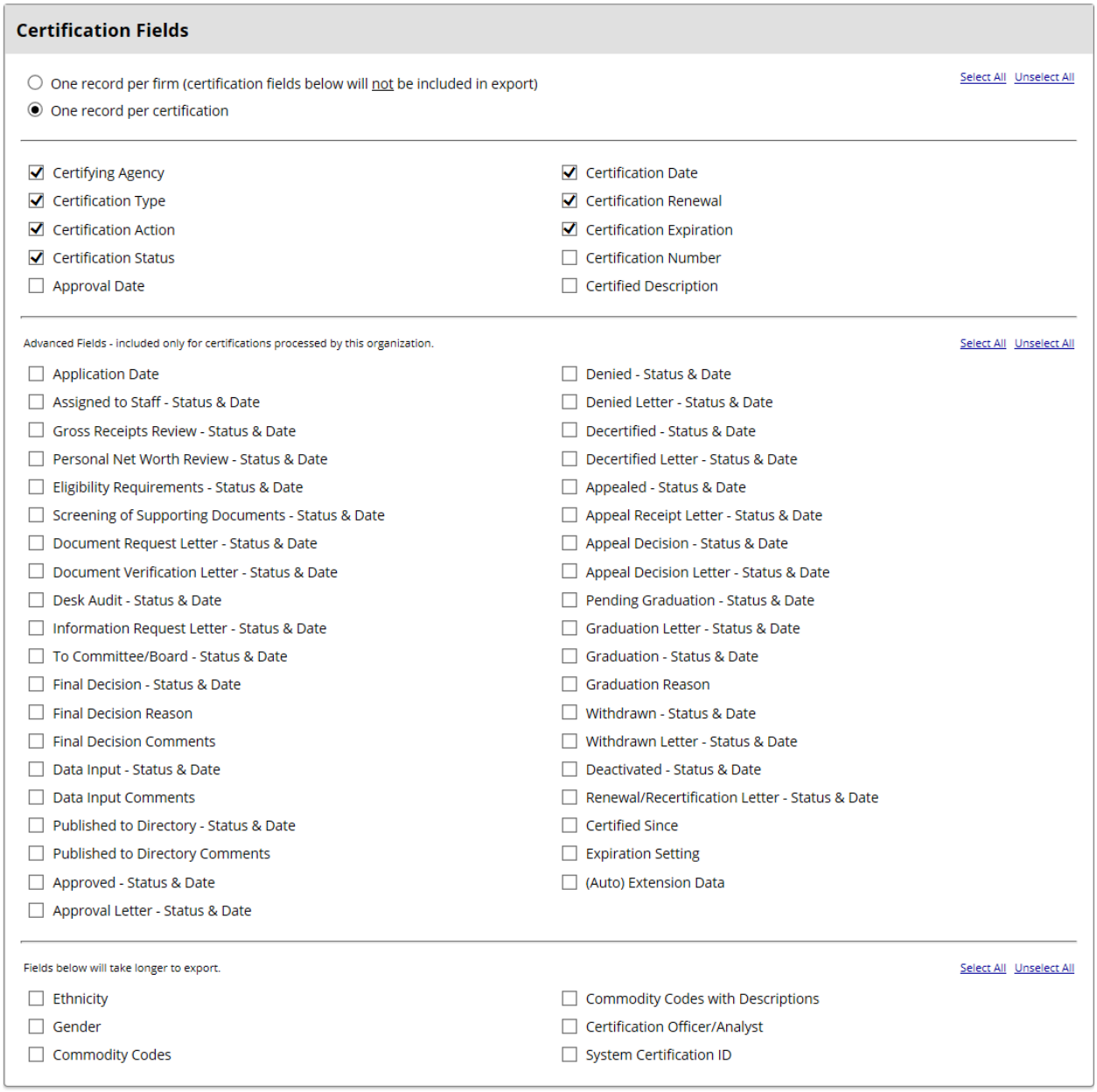
Vendor Fields

Business name always included in export. Select All Unselect All

- [ ] DBA Name
- [x] Phone
- [x] Fax
- [x] Email
- [ ] Address
- [ ] City
- [ ] State/Province
- [ ] Zip Code/Postal Code
- [ ] Website
- [ ] General Business Description
- [ ] Primary Owner
- [ ] Date Established
- [ ] Date Incorporated
- [ ] Full Time Employees
- [ ] Part Time Employees
- [ ] FEIN
- [ ] System Vendor Number

Fields below will take longer to export. Select All Unselect All

- [ ] County
- [ ] Company Type
- [ ] Company Ethnicity
- [ ] Company Gender
- [ ] External Reference Numbers

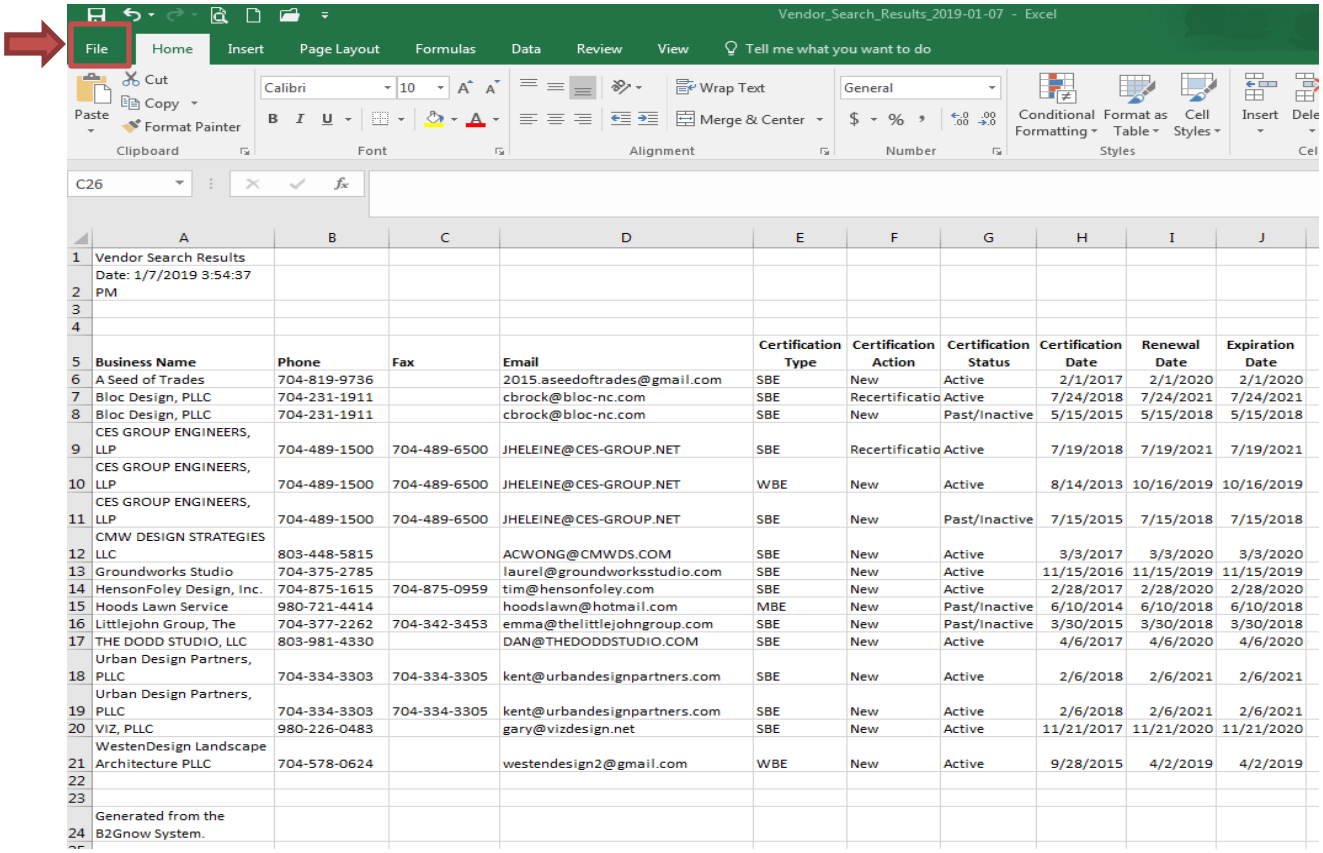


12. Click “Open”

13. Format Excel Worksheet to your preference

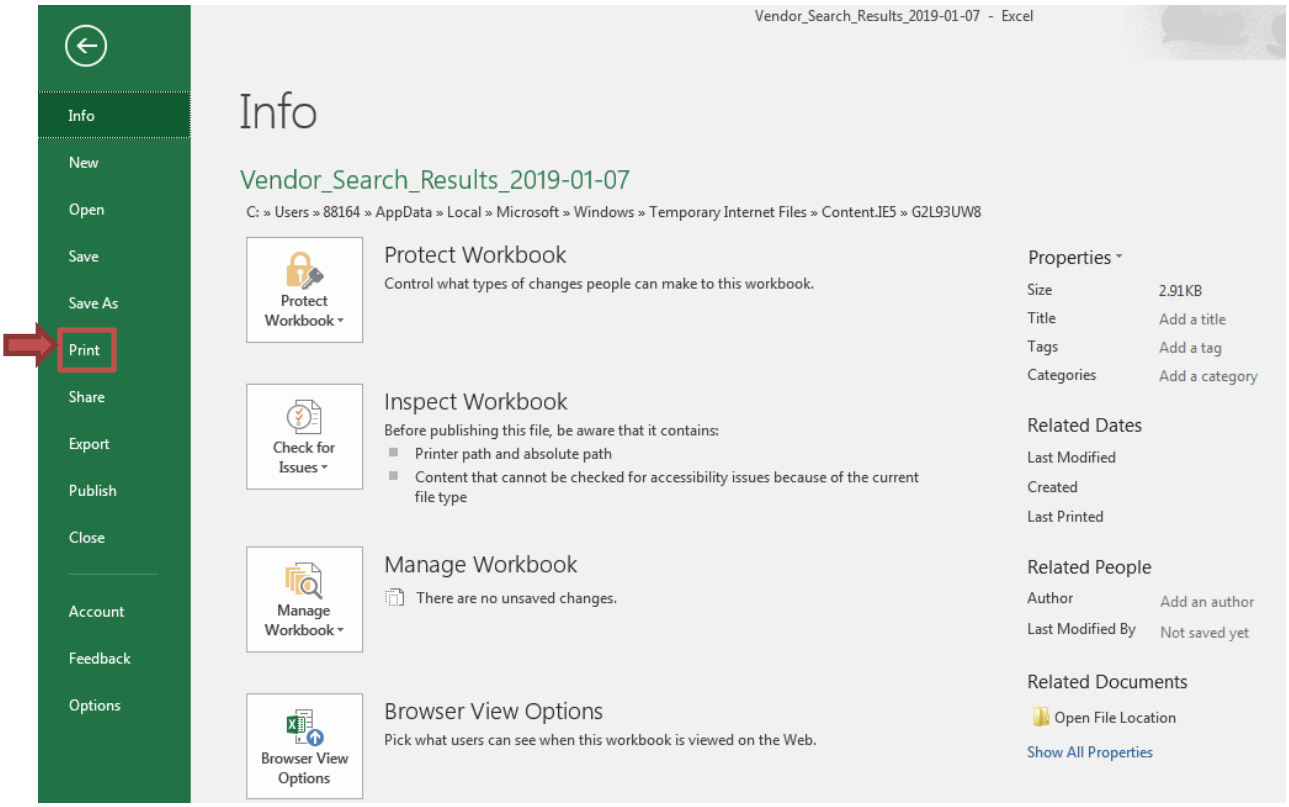
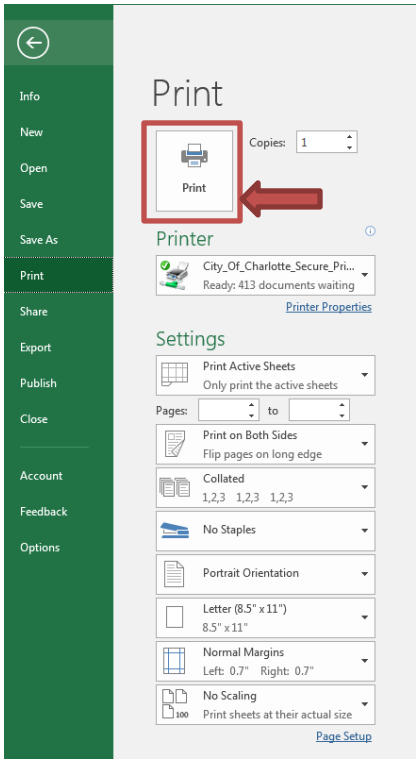
	A	B	C	D	E	F	G	H	I	J
1	Vendor Search Results									
2	Date: 1/7/2019 3:54:37 PM									
3										
4										
5	**Business Name**	**Phone**	**Fax**	**Email**	**Certification Type**	**Certification Action**	**Certification Status**	**Certification Date**	**Renewal Date**	**Expiration Date**
6	A Seed of Trades	704-819-9736		2015.aseedoftrades@gmail.com	SBE	New	Active	2/1/2017	2/1/2020	2/1/2020
7	Bloc Design, PLLC	704-231-1911		cbrock@bloc-nc.com	SBE	Recertificatio	Active	7/24/2018	7/24/2021	7/24/2021
8	Bloc Design, PLLC	704-231-1911		cbrock@bloc-nc.com	SBE	New	Past/Inactive	5/15/2015	5/15/2018	5/15/2018
9	CES GROUP ENGINEERS, LLP	704-489-1500	704-489-6500	JHELEINE@CES-GROUP.NET	SBE	Recertificatio	Active	7/19/2018	7/19/2021	7/19/2021
10	CES GROUP ENGINEERS, LLP	704-489-1500	704-489-6500	JHELEINE@CES-GROUP.NET	WBE	New	Active	8/14/2013	10/16/2019	10/16/2019
11	CES GROUP ENGINEERS, LLP	704-489-1500	704-489-6500	JHELEINE@CES-GROUP.NET	SBE	New	Past/Inactive	7/15/2015	7/15/2018	7/15/2018
12	CMW DESIGN STRATEGIES LLC	803-448-5815		ACWONG@CMWDS.COM	SBE	New	Active	3/3/2017	3/3/2020	3/3/2020
13	Groundworks Studio	704-375-2785		laurel@groundworksstudio.com	SBE	New	Active	11/15/2016	11/15/2019	11/15/2019
14	HensonFoley Design, Inc.	704-875-1615	704-875-0959	tim@hensonfoley.com	SBE	New	Active	2/28/2017	2/28/2020	2/28/2020
15	Hoods Lawn Service	980-721-4414		hoodslawn@hotmail.com	MBE	New	Past/Inactive	6/10/2014	6/10/2018	6/10/2018
16	Littlejohn Group, The	704-377-2262	704-342-3453	emma@thelittlejohngroup.com	SBE	New	Past/Inactive	3/30/2015	3/30/2018	3/30/2018
17	THE DODD STUDIO, LLC	803-981-4330		DAN@THEDODDSTUDIO.COM	SBE	New	Active	4/6/2017	4/6/2020	4/6/2020
18	Urban Design Partners, PLLC	704-334-3303	704-334-3305	kent@urbandesignpartners.com	SBE	New	Active	2/6/2018	2/6/2021	2/6/2021
19	Urban Design Partners, PLLC	704-334-3303	704-334-3305	kent@urbandesignpartners.com	SBE	New	Active	2/6/2018	2/6/2021	2/6/2021
20	VIZ, PLLC	980-226-0483		gary@vizdesign.net	SBE	New	Active	11/21/2017	11/21/2020	11/21/2020
21	WestenDesign Landscape Architecture PLLC	704-578-0624		westendesign2@gmail.com	WBE	New	Active	9/28/2015	4/2/2019	4/2/2019
22										
23										
24	Generated from the B2Gnow System.									

14. Click “File”



	A	B	C	D	E	F	G	H	I	J
1	Vendor Search Results									
2	Date: 1/7/2019 3:54:37 PM									
3										
4										
5	**Business Name**	**Phone**	**Fax**	**Email**	**Certification Type**	**Certification Action**	**Certification Status**	**Certification Date**	**Renewal Date**	**Expiration Date**
6	A Seed of Trades	704-819-9736		2015.aseedoftrades@gmail.com	SBE	New	Active	2/1/2017	2/1/2020	2/1/2020
7	Bloc Design, PLLC	704-231-1911		cbrock@bloc-nc.com	SBE	Recertificatio	Active	7/24/2018	7/24/2021	7/24/2021
8	Bloc Design, PLLC	704-231-1911		cbrock@bloc-nc.com	SBE	New	Past/Inactive	5/15/2015	5/15/2018	5/15/2018
9	CES GROUP ENGINEERS, LLP	704-489-1500	704-489-6500	JHELEINE@CES-GROUP.NET	SBE	Recertificatio	Active	7/19/2018	7/19/2021	7/19/2021
10	CES GROUP ENGINEERS, LLP	704-489-1500	704-489-6500	JHELEINE@CES-GROUP.NET	WBE	New	Active	8/14/2013	10/16/2019	10/16/2019
11	CES GROUP ENGINEERS, LLP	704-489-1500	704-489-6500	JHELEINE@CES-GROUP.NET	SBE	New	Past/Inactive	7/15/2015	7/15/2018	7/15/2018
12	CMW DESIGN STRATEGIES LLC	803-448-5815		ACWONG@CMWDS.COM	SBE	New	Active	3/3/2017	3/3/2020	3/3/2020
13	Groundworks Studio	704-375-2785		laurel@groundworksstudio.com	SBE	New	Active	11/15/2016	11/15/2019	11/15/2019
14	HensonFoley Design, Inc.	704-875-1615	704-875-0959	tim@hensonfoley.com	SBE	New	Active	2/28/2017	2/28/2020	2/28/2020
15	Hoods Lawn Service	980-721-4414		hoodslawn@hotmail.com	MBE	New	Past/Inactive	6/10/2014	6/10/2018	6/10/2018
16	Littlejohn Group, The	704-377-2262	704-342-3453	emma@thelittlejohngroup.com	SBE	New	Past/Inactive	3/30/2015	3/30/2018	3/30/2018
17	THE DODD STUDIO, LLC	803-981-4330		DAN@THEDODDSTUDIO.COM	SBE	New	Active	4/6/2017	4/6/2020	4/6/2020
18	Urban Design Partners, PLLC	704-334-3303	704-334-3305	kent@urbandesignpartners.com	SBE	New	Active	2/6/2018	2/6/2021	2/6/2021
19	Urban Design Partners, PLLC	704-334-3303	704-334-3305	kent@urbandesignpartners.com	SBE	New	Active	2/6/2018	2/6/2021	2/6/2021
20	VIZ, PLLC	980-226-0483		gary@vizdesign.net	SBE	New	Active	11/21/2017	11/21/2020	11/21/2020
21	WestenDesign Landscape Architecture PLLC	704-578-0624		westendesign2@gmail.com	WBE	New	Active	9/28/2015	4/2/2019	4/2/2019
22										
23										
24	Generated from the B2Gnow System.									

15. Click on “Print”



16. Click on “Print” (if the print setup needs to be changed, click on print properties to make necessary adjustments)